



DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5401

NAVRESINFOSYSOFFINST 5100.1
N25

09 JUL 1997

NAVRESINFOSYSOFF NEW ORLEANS INSTRUCTION 5100.1

Subj: NAVY OCCUPATIONAL SAFETY AND HEALTH (NAVOSH) PROGRAM

Ref: (a) OPNAVINST 5100.8G
(b) OPNAVINST 5100.23D
(c) OPNAVINST 5102.1C
(d) COMNAVRESFORINST 5100.4E
(e) Inter-Service Support Agreement between NAVSUPPACT New Orleans and COMNAVRESFOR New Orleans
(f) NAVSUPPACTNRLNSINST 5100.8A
(g) COMNAVRESFORINST 4110.2
(h) Code of Federal Regulations 29 CFR 1910

Encl: (1) Accident/Injury Safety Checklist for Supervisors
(2) Occupational Safety and Health Checklist
(3) Report of Training Form (NRISO 5100/2)
(4) Employee NAVOSH Orientation Briefing (NRISO 5100/1)
(5) Handbook of Safety Awareness
(6) Sample of Navy Employee Report of Unsafe or Unhealthful Working Condition (OPNAV 5100/11)

1. Purpose. To provide guidance for effective administration of the Navy Occupational Safety and Health (NAVOSH) Program for Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) New Orleans.

2. Background. Reference (a) implements the NAVOSH Program, which applies to all Navy military and civilian personnel and requires that each Naval activity establish and maintain an effective NAVOSH Program to promote and maintain a safe and healthful environment for all. Reference (b) establishes NAVOSH Program guidance for the Director, Naval Reserve Information Systems Office claimancy.

3. Policy. NAVRESINFOSYSOFF New Orleans is committed to maintaining a proactive, aggressive, and continuous NAVOSH Program. All command personnel will provide full support and assistance to program administration responsibilities delineated in this instruction.

4. Responsibilities. Responsibility for safety is vested in the Director. Staff responsibility for safety is delegated to the Resource Management Department (N2). Specific program administration responsibilities are as follows:

09 JUL 1997

a. Occupational Safety and Health (OSH) Manager

(1) Coordinates NAVOSH goals and objectives, and evaluates program performance through interface with NAVSUPPACT New Orleans' OSH Manager, as specified in reference (c).

(2) Fosters NAVOSH awareness through appropriate promotional methods and communications channels; i.e., local area network, and bulletin boards.

(3) Coordinates with NAVSUPPACT New Orleans' OSH Manager to assure safety training is provided for personnel.

(4) Maintains records of accidents and coordinates the reporting requirements specified in reference (a).

(5) Advises command management on all matters regarding the NAVOSH Program.

(6) Analyzes investigative reports of accidents resulting in injury and recommends corrective action to eliminate potentially hazardous situations.

(7) Periodically briefs the command management staff on the latest identified, safety-related problems at regular staff meetings.

(8) Accompanies the NAVSUPPACT New Orleans' OSH Manager on the annual safety inspection to identify any unsafe conditions that exist within the work spaces.

(9) Accompanies the Supply/Facilities Division Representative during scheduled walk-through inspections.

b. Director, Resource Management Department (N2)

(1) Includes costs and man-hours to be devoted to the NAVOSH Program in budget projections each fiscal year.

(2) Tracks NAVOSH costs and reports expenditures to the NAVOSH Committee for consideration of corrective measures.

(3) Establishes and implements an effective Hazardous Material Control and Management (HMC&M) Program at NAVRESINFOSYSOFF New Orleans as directed by reference (b).

09 JUL 1997

c. Department Directors

(1) Make recommendations to the command's OSH Manager that further emphasize the command's NAVOSH Program.

(2) Strengthen the administration of the NAVOSH Program throughout all levels of supervision.

(3) Notify the OSH Manager immediately of all personnel injured on duty, and report promptly all hazards which could result in injury.

(4) Institute practical accident prevention measures.

(5) Ensure that all subordinate personnel are knowledgeable about NAVOSH rules and regulations pertaining to their specific area of responsibility and that they are enforced.

(6) Provide employees with a safe working environment and the necessary safety equipment required for any particular job assignment requiring such equipment.

(7) Discuss NAVOSH agenda items at departmental meetings with Division/Branch Heads and quarterly as members of the NAVOSH Policy Council.

(8) Appoint a representative and alternate to the command's NAVOSH Committee.

d. Command's NAVOSH Policy Council. Chaired by the Director or Technical Director and composed of all Department Heads.

(1) Provides the Director with proposed policies and program objectives; suggests or recommends measures to correct program deficiencies; and identifies, defines, and studies OSH problems of the organization and recommends solutions.

(2) Meets as required, but at least quarterly.

e. Command's NAVOSH Committee. Composed of the OSH Manager and representatives from each department in the organization who perform the following:

09 JUL 1997

(1) Sustains staff and supervisory interest and support of the program.

(2) Addresses specific problems of concern.

(3) Reviews accident investigation reports and cause analyses to determine what specific and general controls should be applied among departments.

(4) Considers and makes recommendations on ways and means of improving the effectiveness of NAVOSH rules, regulations, procedures, and instructions.

(5) Meets monthly to discuss important safety issues or more frequently if called by the Chairperson (OSH Manager).

f. Supervisors

(1) Recognize work hazards and prevent injuries as an integral part of the quality of production.

(2) Immediately correct unsafe work practices or conditions.

(3) Notify the OSH Manager of all accidents or near misses. Report injuries and hazards to OSH Manager and the departmental NAVOSH Committee Representative. Use enclosure (1) when injury is job related.

(4) Instruct subordinates on safety precautions, observe their work environment, and take any other actions necessary to ensure safety of employees.

(5) Continually inspect work spaces, review operating procedures, and promptly initiate corrective action for discrepancies noted. Use enclosure (2) to record inspection findings.

(6) Conduct monthly stand-up safety meetings. Document employee attendance on enclosure (3) and submit to OSH Manager.

(7) Conduct orientation on safety for newly assigned personnel. Complete enclosure (4) and return to OSH Manager. Provide enclosure (5) to new employee.

09 JUL 199.

g. Employees

(1) Take all necessary precautions to prevent accidents and injuries. Immediately notify supervisor of any accident or personal injury occurring on government premises, no matter how minor.

(2) Per procedures in Chapter 10 of reference (b), report all unsafe or unhealthy working conditions or practices to immediate supervisor, departments' NAVOSH Committee Representative, or the command's OSH Manager by submitting enclosure (6).

(3) Operate or use machinery only if qualified and authorized to do so.

h. Employee Rights

(1) No NAVRESINFOSYSOFF New Orleans' member will be subject to restraint, interference, coercion, discrimination, or reprisal for exercising his/her rights under the NAVRESINFOSYSOFF New Orleans' NAVOSH Program.

(2) Employees will be authorized official time to participate in the NAVRESINFOSYSOFF New Orleans' NAVOSH Program.

5. Reports and Forms

a. The Annual Summary of Navy Occupational Injuries and Illnesses is prepared by the command's OSH Manager, submitted to COMNAVSAFECEN (Code 50), and reported on the command's bulletin board. A copy of this report and the Military Mishap Data Report are furnished to COMNAVRESFOR (Code 005).

b. Report of Lost Time Accidents. The command's OSH Manager, in conjunction with the supervisor of the injured employee, submits an OPNAV Safety Report (OPNAV 5102/9) to COMNAVSAFECEN within thirty days of all accidents resulting in a fatality or five (5) or more days of lost work time.

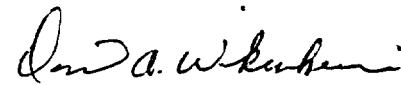
c. The following forms are available from the OSH Manager:

(1) NRISO 5100/1 (5-97) Employee NAVOSH Orientation Briefing,

NAVRESINFOSYSOFFINST 5100.1

09 JUL 1997.

- (2) NRISO 5100/2 Report of Training,
- (3) OPNAV 5100/11 Navy Employee Report of Unsafe or Unhealthy Working Condition,
- (4) CA-1 Federal Employees' Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation,
- (5) CA-3 Report of Termination of Disability and/or Payment,
- (6) CA-7 Claim for Compensation on Account of Traumatic Injury or Occupational Disease,
- (7) CA-8 Claim for Continuing Compensation on Account of Disability,
- (8) CA-16 Authorization for Examination and/or Treatment, and
- (9) CA-17 Duty Status Report.



D. A. WIKENHEISER

Distribution:

All NAVRESINFOSYSOFF Department Heads
Safety Representatives
Safety Officer

09 JUL 1997

ACCIDENT/INJURY SAFETY CHECKLIST FOR SUPERVISORS

When an employee reports that he/she is injured, the following steps should be taken:

1. Identify the severity of the injury and ensure that the employee is taken care of to the safest extent.
 - a. First Aid. Call 911 at earliest opportunity.
 - b. Transported by ambulance.
2. Ensure that the CA-1 is initiated. If possible, have the employee complete his/her portion of the CA-1.
3. Give the employee the Receipt of the Notice of Injury attached to the CA-1.
4. Secure witnesses and have them prepare statements.
5. Contact Command OSH Manager, extension 5723, to report circumstances surrounding accident/injury.
6. Check the employee's work status upon release from dispensary. Was employee:
 - a. Returned to duty?
 - b. Referred to a private physician? If so, issue a CA-16 and a CA-17. (Supervisor must complete official superior's portion of each form prior to issuance.)
 - c. Recommended for limited duty?
 - d. Sent home?
7. Was Continuation of Pay (COP) authorized? If so, submit copy of CA-1 to payroll with timecard.
8. Was employee placed on Leave Without Pay? If so, issue a SF-52.

If work stoppage will exceed forty-five calendar days, issue a CA-7 and CA-8.

10. When employee is no longer disabled, issue a CA-3.

09 JUL 1997

OCCUPATIONAL SAFETY AND HEALTH (OSH) CHECKLIST

ARE RECORDS OF ACCIDENTS ON FILE?	YES	NO	NA
ARE NAVOSH ORIENTATION BRIEFINGS FOR NEWLY ASSIGNED PERSONNEL PROVIDED?	YES	NO	NA
ARE OSH HAZARDS REPORTED TO THE OSH MANAGER AND WRITTEN REPORT OF ACTION TAKEN SUBMITTED WITHIN 10 WORKING DAYS?	YES	NO	NA
ARE MONTHLY SAFETY TOPICS PROVIDED AND REPORT OF TRAINING DOCUMENTED?	YES	NO	NA
IS OFFICE EQUIPMENT PLACED ON DESKTOPS POSITIONED TO MINIMIZE THE POSSIBILITY OF INJURY TO PERSONNEL?	YES	NO	NA
ARE LADDERS EQUIPPED WITH NON-SKID STRIPS?	YES	NO	NA
ARE EXIT POINTS CLEARLY LABELED?	YES	NO	NA
ARE EXIT SIGNS PROPERLY LIT?	YES	NO	NA
DO HOUSEKEEPING EFFORTS PROMOTE THE DECREASE OF ACCIDENTS?	YES	NO	NA
ARE EVACUATION ROUTING INSTRUCTIONS POSTED IN EACH SPACE?	YES	NO	NA
ARE PARTITIONS FIRMLY SECURED TO THE DECK?	YES	NO	NA
ARE OFFICE CHAIRS IN GOOD REPAIR?	YES	NO	NA
ARE PASSAGEWAYS CLEAR OF OBSTRUCTIONS?	YES	NO	NA
ARE FIRE EXTINGUISHERS AVAILABLE AND CHECKED QUARTERLY?	YES	NO	NA
DO ELECTRICAL POWER CORDS CREATE TRIPPING HAZARDS?	YES	NO	NA
ARE MATERIAL SAFETY DATA SHEETS READILY AVAILABLE TO EMPLOYEES?	YES	NO	NA
ARE COFFEE MESS INSPECTION CERTIFICATIONS CURRENT?	YES	NO	NA
ARE REFRIGERATORS CLEAN AND DEFROSTED?	YES	NO	NA
ARE MICROWAVE OVENS CLEAN?	YES	NO	NA

09 JUL 1997

ACCIDENT/ INJURY SAFETY CHECKLIST FOR SUPERVISORS

When an employee reports that he/she is injured, the following steps should be taken:

1. Identify the severity of the injury and ensure that the employee is taken care of to the safest extent.
 - a. First Aid. Call 911 at earliest opportunity.
 - b. Transported by ambulance.
2. Ensure that the CA-1 is initiated. If possible, have the employee complete his/her portion of the CA-1.
3. Give the employee the Receipt of the Notice of Injury attached to the CA-1.
4. Secure witnesses and have them prepare statements.
5. Contact Command OSH Manager, extension 5723, to report circumstances surrounding accident/injury.
6. Check the employee's work status upon release from dispensary. Was employee:
 - a. Returned to duty?
 - b. Referred to a private physician? If so, issue a CA-16 and a CA-17. (Supervisor must complete official superior's portion of each form prior to issuance.)
 - c. Recommended for limited duty?
 - d. Sent home?
7. Was Continuation of Pay (COP) authorized? If so, submit copy of CA-1 to payroll with timecard.
8. Was employee placed on Leave Without Pay? If so, issue a SF-52.
9. If work stoppage will exceed forty-five calendar days, issue a CA-7 and CA-8.
10. When employee is no longer disabled, issue a CA-3.

09 JUL 1997

OCCUPATIONAL SAFETY AND HEALTH (OSH) CHECKLIST

ARE RECORDS OF ACCIDENTS ON FILE?	YES	NO	NA
ARE NAVOSH ORIENTATION BRIEFINGS FOR NEWLY ASSIGNED PERSONNEL PROVIDED?	YES	NO	NA
ARE OSH HAZARDS REPORTED TO THE OSH MANAGER AND WRITTEN REPORT OF ACTION TAKEN SUBMITTED WITHIN 10 WORKING DAYS?	YES	NO	NA
ARE MONTHLY SAFETY TOPICS PROVIDED AND REPORT OF TRAINING DOCUMENTED?	YES	NO	NA
IS OFFICE EQUIPMENT PLACED ON DESKTOPS POSITIONED TO MINIMIZE THE POSSIBILITY OF INJURY TO PERSONNEL?	YES	NO	NA
ARE LADDERS EQUIPPED WITH NON-SKID STRIPS?	YES	NO	NA
ARE EXIT POINTS CLEARLY LABELED?	YES	NO	NA
ARE EXIT SIGNS PROPERLY LIT?	YES	NO	NA
DO HOUSEKEEPING EFFORTS PROMOTE THE DECREASE OF ACCIDENTS?	YES	NO	NA
ARE EVACUATION ROUTING INSTRUCTIONS POSTED IN EACH SPACE?	YES	NO	NA
ARE PARTITIONS FIRMLY SECURED TO THE DECK?	YES	NO	NA
ARE OFFICE CHAIRS IN GOOD REPAIR?	YES	NO	NA
ARE PASSAGEWAYS CLEAR OF OBSTRUCTIONS?	YES	NO	NA
ARE FIRE EXTINGUISHERS AVAILABLE AND CHECKED QUARTERLY?	YES	NO	NA
DO ELECTRICAL POWER CORDS CREATE TRIPPING HAZARDS?	YES	NO	NA
ARE MATERIAL SAFETY DATA SHEETS READILY AVAILABLE TO EMPLOYEES?	YES	NO	NA
ARE COFFEE MESS INSPECTION CERTIFICATIONS CURRENT?	YES	NO	NA
ARE REFRIGERATORS CLEAN AND DEFROSTED?	YES	NO	NA
ARE MICROWAVE OVENS CLEAN?	YES	NO	NA

REPORT OF TRAINING				
LESSON TITLE:				
UNIT:		TIME IN:	TIME OUT:	
INSTRUCTOR:		DATE:	ROOM NO.:	
LOCATION:				
BY SIGNING THIS TRAINING FORM, I AGREE THAT I HAVE READ AND/OR ATTENDED THE ABOVE MENTIONED TRAINING AND UNDERSTAND THE INFORMATION THEREIN.				
NO.	NAME (LAST, FIRST, MI) (PLEASE PRINT)	RANK/ RATE	DEPT.	SIGNATURE
SIGNATURE OF INSTRUCTOR:		NAME OF INSTRUCTOR:		DATE:

NRISO 5100/2 (6-97)

09 JUL 1997

EMPLOYEE NAVOSH ORIENTATION BRIEFING

NAME OF EMPLOYEE _____

DEPARTMENT CODE _____ DATE _____

1. Review and discuss the following items:

a. The Command's NAVOSH policies, housekeeping, smoking policy, training, accident reporting, employees' responsibilities, policies of Workmen's Compensation, and the name of department OSH representative.

b. Inform employee of specific hazards associated with their respective work place and duties. Discuss the use of personal protective equipment or clothing when required.

c. Discuss and encourage the submission of safety suggestions.

d. Discuss reporting/submission procedures of unsafe health hazards.

e. Inform the employee of the location of the nearest medical treatment facility and procedures for obtaining treatment.

f. Explain the significant cost associated with workplace accidents, and the command's ongoing efforts to reduce cost.

g. Inform employees that they are expected to know Command NAVOSH policies as they apply to their jobs. Explain to employees that violations of these policies are subject to disciplinary action.

2. Initial NAVOSH brief provided, as acknowledged below:

Supervisor's Signature _____

Employee's Signature _____

09 JUL 1997

NAVRESINFOSYSOFF NEW ORLEANS
OCCUPATIONAL SAFETY AND HEALTH PROGRAM
HANDBOOK OF SAFETY AWARENESS

1. PROGRAM ELEMENTS AND FUNCIONS. NAVRESINFOSYSOFF New Orleans
is:

a. Committed to providing a comprehensive and active safety training program to begin with an orientation of all newly assigned personnel, monthly briefings on safety issues by the first-line supervisor, and at least one safety stand-down, annually.

b. Committed to a continuous and comprehensive inspection program to ensure that all areas are free from unsafe conditions and practices.

c. Committed to maintain a NAVOSH Committee to identify potential hazards and reduce the cost of accidents due to job-related injuries.

d. Committed to publicize safety through the use of bulletin boards, safety awareness handbooks, Plan of the Week notes and posting NAVOSH Committee meeting minutes promoting safety awareness among all personnel throughout the chain of command.

2. OFFICE SAFETY AWARENESS TOPICS

a. Lost time accidents and monetary losses often result from injuries suffered in an office environment. To promote awareness employees should become familiar with office equipment. Short cuts in established procedures that require hurrying, which result in falling or slipping on surfaces, on stairs or steps, or from chairs or boxes improperly used to gain elevation, must be discouraged. Another leading cause of office injuries is strikes against a door, desk, file cabinet, open drawer, and other employees.

b. The following are minimum office safety standards established by the Department of the Navy, Occupational Safety and Health Administration (OSHA), and the American National Standards Institute. They are considered to be baseline facility safety requirements.

(1) Filing Cabinets: do not leave file drawers open; open one drawer at a time; and use the handle of drawer for opening and closing.

9 JUL 1997

(2) Desks. All office equipment placed on desks, and all other appurtenances placed on desks, will be positioned to minimize the possibility of injury. Do not leave desk drawers open.

(3) Ladders. Small ladders used in office areas should be equipped with nonskid material on treads and on the points of contact with the floor. Rolling or trolley-type ladders should be provided with braking devices.

(4) Heaters. No supplementary electrical heating devices, except those authorized by the host activity Fire Inspector's office, will be located in office areas. Those heaters authorized will be so designed that they automatically shut off if tipped over.

(5) Means of Egress. Safe evacuation of personnel from the building in an emergency is important to avoid injury and loss of life. The maintenance of well marked, continuously maintained, easily recognized, and unobstructed means of egress greatly reduces delays, confusion, and resultant panic in emergency situations. Evacuation routing instructions are posted near all exits.

(6) Good Housekeeping. Good housekeeping has long been recognized as an important ingredient in any effective accident prevention program. Housekeeping is not to be mistaken for a push broom effort. The quality of housekeeping determines the fire hazards of any operation. Many fires result from, or are caused by, poor housekeeping practices. The importance of good housekeeping cannot be overemphasized.

(7) Lifting. To avoid back strain, bend knees and lift with your legs. Do not lift extremely heavy objects without assistance.

(8) Skills. Wipe up water, coffee, oil, or any other spill immediately.

(9) Lighting. Assure light is adequate to avoid eye strain and enable others to see hazardous conditions, such as wet floors.

(10) Partitions. Partitions and floor coverings should be firmly secured and made of nonflammable or flame retardant material.

09 JUL 1997

(11) Coffee Pots

(a) Coffee pots and other hot water pots should be secured to prevent accidental tipping.

(b) Large metal coffee urns in electrical/electronic areas must be grounded.

(c) No timers may be used on coffee pots.

(d) All coffee messes must be inspected and certified on an annual basis by the host activity's Preventive Medical Department.

(12) Chairs. Chairs will be inspected frequently to ensure they are in good repair. If a chair is noticeably broken, refrain from using it. Dispose of all broken chairs that could cause injury.

(13) Eating Areas/Microwaves. Eating areas must be kept clean and uncluttered. Microwave ovens should be operated under manufacturer's specifications only.

(14) Noise. Noise levels should not be excessive. You should be able to hear another person speaking in a normal tone of voice from three feet away. If you cannot, the noise level is too high.

(15) Electrical Equipment. The cords on electrically powered equipment can create tripping hazards. They must not, be permitted across passageways or walk areas. Do not attempt repairs to electrical equipment unless you are qualified to do so (e.g., copier machines, laser printers, PC's). Secure power and contact a qualified repairman.

(16) Extension Cords/Surge Protectors. Brown and orange extension cords are illegal. This type of temporary wiring is not for permanent use. Surge suppressors should be used in lieu of extension cords to protect computers and electronic equipment from sudden surges in voltage.

3. NAVRESINFOSYSOFF NEW ORLEANS SAFETY EDUCATION AND TRAINING PROGRAM

a. The purpose of the command's Safety Training Program is to proactively create an awareness among all employees of the potential hazards and causative factors that exist, both at home and at work, and reduce the risk of personnel injury through education.

09 JUL 1997

b. The command's OSH Manager or the Resource Management Department (N2) are available to obtain information regarding safety training offered in the local commuting area, at no cost, for purposes of continuing safety education.

c. Safety Indoctrination will be provided to newly assigned employees. In addition, they will receive a brief safety orientation by their immediate supervisors and will be provided with a copy of this handbook for safety information.

4. SAFETY OF HANDICAPPED EMPLOYEES

a. All personnel, regardless of their mobility, have an equal right to safety in a fire or other emergency situations.

b. Upon commitment of a position to a handicapped employee, every effort will be made to evaluate the work space evacuation plan to determine adequacy of egress to the employee's mobility, or other similar accommodation required by the particular handicapping condition. Nobody is allowed to work in any work space where egress cannot be made expeditiously and safely, unassisted. Based upon the nature and extent of an employee's impairment, the work space will be arranged to permit unassisted escape. Should it be necessary, within two weeks following the effective date of the appointment, the responsible department will develop an evacuation plan for each handicapped person. At a minimum, this plan will include the requirement for special alarms or signals and the assignment of a sponsor and an alternate to assist in an evacuation. Names of assigned personnel will be provided to the OSH Manager. The command's OSH Manager is , available for consultation with the NAVSUPACT OSH Manager, if required.

5. ACCIDENT REPORTING

a. The objective to be obtained by accident reporting is to reveal causes, nature of accidents, and trends of accidents and injuries so that corrective measures can be undertaken.

b. Employees are encouraged to report all accidents or close calls that did not result in an accident, regardless of how minor, to their immediate supervisor or the command's OSH Manager.

c. If an injury results from an accident on the job, the immediate supervisor notifies the command's OSH Manager and the departmental NAVOSH Committee Representative, for modification of the circumstances that caused the accident, if possible.

09 JUL 1997

6. BACK INJURY PREVENTION. Back injuries are usually the result of repeated stress and strain placed on the muscular and skeletal structure of the spine. Over a number of years, this results in scarring of the facet joints, micro fractures to the disc, and eventual degeneration of the discs. To reduce stress, increase productivity/readiness, reduce costs, and minimize future back injuries, a Back Injury Prevention Program is established. The program will include annual training promoting awareness and proper lifting techniques.

7. HAZARDOUS MATERIALS CONTROL AND MANAGEMENT (HMC&M) PROGRAM

a. This activity maintains only limited quantities of hazardous materials. The impact or risk of employees becoming ill or injured as a result of exposure, contact, etc., is minimal.

b. Supervisors will ensure all hazardous materials are identified to employees and that Material Safety Data Sheets (MSDS) are located in the work center where the product is used. Supervisors will brief employees regarding these materials and will ensure HM containers are properly labeled. Employees will be provided information on safety precautions and personal protective equipment required. Annual training is provided to increase employee awareness about hazardous materials in the workplace, MSDS's, and appropriate control measures to reduce exposure to hazardous materials. A copy of the MSDS will be retained by both the HMC&M Program Manager and the OSH Manager.

c. The Supply/Facilities Division (N243) is designated HMC&M Program Manager. The Program Manager will develop a command-wide inventory and authorized HM use list and ensure HMs are stored, used, and disposed of properly and safely. All HM containers will be properly labeled. The NAVOSH Manager will audit program implementation. The HMC&M Program Manager will inform the NAVOSH Manager of planned purchases of particular chemicals new to this command so that their potential hazards may be evaluated prior to initial use. It will be the responsibility of N243 to procure MSDS's as part of the procurement process for all hazardous and/or possibly hazardous materials. N243 will ensure MSDS's are received with all shipments or purchases of hazardous materials.

8. ERGONOMICS PROGRAM. The OSH Manager will identify operations that are experiencing cumulative trauma disorders and determine the need for an ergonomics program. If an ergonomics program is needed, it will be implemented in compliance with reference (b).

89 JUL 1997

9. BLOODBORNE PATHOGEN PROGRAM. All personnel will receive annual training on bloodborne pathogens and be informed of available personal protective equipment should they undertake a "Good Samaritan" act.

10. COMMAND'S NAVOSH AWARDS PROGRAM

a. Each year, departments, individuals, or groups of employees whose efforts have contributed to the success of the command's NAVOSH Program, will receive appropriate recognition.

b. Awards may be products offered from the National Safety Council, letters of commendation, on-the-spot awards, etc.

c. Awards will be publicized at awards ceremonies, in the Plan of the Week and in base publications, as appropriate.

9 JUL 1997

NAVY EMPLOYEE REPORT OF UNSAFE OR UNHEALTHFUL WORKING CONDITION

***THIS FORM IS PROVIDED FOR THE ASSISTANCE OF AN EMPLOYEE
AND IS NOT INTENDED TO CONSTITUTE THE ONLY METHOD BY WHICH A REPORT MAY BE SUBMITTED***

1. THE UNDERSIGNED (check one) ☐ EMPLOYEE ☐ REPRESENTATIVE OF EMPLOYEES

BELIEVES THAT A VIOLATION OF AN OCCUPATIONAL SAFETY OR HEALTH STANDARD WHICH IS A JOB SAFETY OR HEALTH HAZARD HAS OCCURRED AT

a. Navy installation/activity and mailing address

b. Building or worksite where alleged violation is located, including address

2. NAME AND PHONE NUMBER OF GOVERNMENT SUPERVISOR AT SITE OF VIOLATION

3. DOES THIS HAZARD IMMEDIATELY THREATEN DEATH OR SERIOUS PHYSICAL HARM? ☐ NO ☐ YES

4. BRIEFLY DESCRIBE THE HAZARD WHICH EXISTS INCLUDING THE APPROXIMATE NUMBER OF EMPLOYEES EXPOSED TO OR THREATENED BY SUCH HAZARD

5. IF KNOWN, LIST BY NUMBER AND/OR NAME, THE PARTICULAR STANDARD (OR STANDARDS) ISSUED BY THE AGENCY WHICH YOU CLAIM HAS BEEN VIOLATED

6. TO YOUR KNOWLEDGE, HAS THIS VIOLATION BEEN THE SUBJECT OF ANY UNION/MANAGEMENT GRIEVANCE OR HAVE YOU (OR ANYONE YOU KNOW) OTHERWISE CALLED IT TO THE ATTENTION OF, OR DISCUSSED IT WITH, THE GOVERNMENT SUPERVISOR

☐ NO ☐ YES (List results, including any efforts by management to correct violation)

7. EMPLOYEE TYPED OR PRINTED NAME

8. EMPLOYEE SIGNATURE

9. EMPLOYEE ADDRESS

10. EMPLOYEE PHONE NUMBER

11. MAY YOUR NAME BE REVEALED?

☐ NO ☐ YES

12. ARE YOU A REPRESENTATIVE OF EMPLOYEES?

☐ NO ☐ YES (List organization name)

13. DATE FILED: